



## Washington State Liquor Control Board

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### *RECRUITMENT ANNOUNCEMENT*

<b>Class/Title:</b>	<b>Information Technology Specialist 5 (<a href="#">ITS5</a>) Merchandising Business Systems Team Supervisor</b>
<b>Salary:</b>	<b>\$51,780 - \$66,264 annually</b>
<b>Location:</b>	<b>Olympia, Washington</b>
<b>Opens:</b>	<b>September 1, 2006</b>
<b>Closes:</b>	<b>Open until filled</b>

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#### **Career Opportunity**

There is one opening for a permanent full-time Merchandising Business Systems Team Supervisor with the Washington State Liquor Control Board (LCB) at the headquarters in Olympia, WA. The position resides within the Information Technology Services division (ITS), which is responsible for providing a full range of information technology services to the agency including Service Desk, Applications, Desktop Services, Database Services and Network Services.

#### **Agency Mission**

Prevent the misuse of alcohol and tobacco and promote public safety through controlled retail and wholesale distribution, licensing, regulation, enforcement and education.

#### **Agency Profile**

The headquarters of the Washington State Liquor Control Board (LCB) is in Olympia, Washington. The agency employs about 1,350 full and part-time employees statewide. Positions include Liquor and Tobacco Enforcement Officers; Liquor License Specialists; Liquor Store Clerks and Managers; Financial Analysts; Information Technology Specialists; and Warehouse Operators. A Seattle distribution center receives and ships all liquor sold by the agency's 161 state and 154 contract stores, including all liquor supplied to more than 4,000 businesses licensed to sell liquor by the drink. There are four regional Enforcement Offices and six field offices statewide. For more detailed information regarding LCB, please visit: [www.liq.wa.gov](http://www.liq.wa.gov).

#### **Position Objective**

The Merchandising Business Systems Team Supervisor's role is to provide expert consultation and specialized analysis, requirements, design, development, installation, maintenance, programming, testing, quality assurance, troubleshooting, and /or problem resolution tasks for mission-critical applications in support of the Retail Services, Financial-Merchandise Accounting, Audit, Loss Prevention and Purchasing Divisions or other sections of the Liquor Control Board. Assigns and supervises other Information Technology Specialists in development and maintenance tasks in these system areas. Provides leadership and trains staff in new technology and/or systems.

### **Essential Functions**

This position supervises an information technology application development team that will assist in capacity planning for cross-divisional and organization-wide needs; and make recommendations for agency-wide development platforms, standards, and procedures. This position provides project management leadership and technical expertise for large-scale projects or enterprise systems and serves as a resource for business requirement gatherings. The Successful Candidate will be Skilled in the following:

- ◆ Providing expert technical and business system consultation to management and business partners.
- ◆ Providing expert systems analysis, requirements gathering, design, development, testing and planning for new development and projects in assigned area.
- ◆ Overseeing the support, maintenance and enhancement of existing mission critical applications.
- ◆ Supervising all work, providing guidance and training, and performing evaluations of all assigned staff.
- ◆ Making recommendations to management on development environments, software needs, development and testing standards and procedures.

### **Candidate Profile**

The LCB is most interested in candidates who meet or exceed the following criteria:

- ◆ An A.A., Bachelor's degree or higher in Information Technology with emphasis in business analysis, systems analysis, design and programming skills; and
- ◆ Two or more years of professional experience in applications design and programming; or
- ◆ Comparable education and 3 years of application design and development experience.
- ◆ One year experience serving as the designated lead worker of two or more employees.
- ◆ Have led or managed application tests at the functional, system, user, or usability levels.
- ◆ Proficient in using one or more project management tools.
- ◆ Demonstrated ability to perform business process modeling.
- ◆ Demonstrated ability to program complex software applications.
- ◆ Demonstrated ability to work independently and/or as part of a team to solve complex technical problems.
- ◆ Training and/or experience in VB.NET, SQL Server, ADO.NET, .NET Framework, C#, XML, UML, Reporting Software, Job Scheduling Software, and Application Integration Software (BIZTalk).
- ◆ Point of Sale experience a plus.

### **Agency Core Competencies**

- ◆ Accountability – Accept personal responsibility for the quality and timeliness of work. Can be relied upon to achieve excellent results with little need for oversight.
- ◆ Serving Customers – Build and maintain internal and external customer satisfaction with the products and services offered by the LCB. Develop innovative ideas that provide solutions to our customers' challenges.
- ◆ Communication – convey clear, timely, persuasive messages that positively influence the thoughts and actions of others.

- ◆ Building and Maintaining Relationships – Earn the trust, respect, and confidence of coworkers and customers through consistent honesty, forthrightness and professionalism in all interactions. Build and maintain working relationships characterized by mutual acceptance and cooperation. Contribute to an environment that honors diversity, and uses diverse perspectives to meet the agency's mission and goals.

### **Compensation**

The Merchandising Business Systems Team Supervisor position is in the Washington General Service, with a starting annual compensation of \$51,780 - \$66,264 annually (Range 62). LCB offers a generous benefits package including a state retirement plan, optional deferred compensation, 11 paid holidays, paid vacation and sick leave, and a full array of health, dental, life, and long-term disability insurance coverage.

### **Special Note**

Prior to appointment, a background check will be conducted. Additionally, all employees of the LCB must comply with RCW 66.08.080 which states: no employees of the board shall have any interest, directly or indirectly, in the manufacture of liquor or any liquor sold under this title, or derive any profit or remuneration from the sale of liquor, other than the salary or wages payable to him in respect of his office or position and shall receive no gratuity from any person in connection with such business.

### **Application Procedure**

Interested applicants must submit all of the following to be considered for this position:

- ☑ A letter of interest (no more than two pages) specifically addressing the elements of the ***Candidate Profile*** listed above.
- ☑ A current chronological resume that includes employment history and education (be prepared to bring a list of professional references with current telephone numbers and addresses at the time of interview).
- ☑ A completed Washington State Application [Washington State Application](http://www.dop.wa.gov/NR/rdonlyres/FDDC0C82-A795-4B58-8BB5-F7C9C20779C8/0/StateApplication.doc) or <http://www.dop.wa.gov/NR/rdonlyres/FDDC0C82-A795-4B58-8BB5-F7C9C20779C8/0/StateApplication.doc>.
- ☑ Completion of the [Applicant Profile Data Form](#) is voluntary. Please assist the LCB in ensuring equal employment opportunity with the Washington State Liquor Control Board. This information is strictly confidential and available to only authorized personnel.

The act of submitting application materials is considered affirmation that the information provided is complete and truthful.

E-MAIL will be the primary method of communication throughout this recruitment. Please send your application package to Janet Krueger at [jlk@liq.wa.gov](mailto:jlk@liq.wa.gov). Candidate evaluation will begin on September 19, 2006 and **it will be to the applicant's advantage to submit materials as soon as possible**. The hiring authority reserves the right and may exercise the option to make a hiring decision prior to this date. Candidate evaluation will be ongoing.

If necessary, hard copies may be mailed to:

**Washington State Liquor Control Board  
Human Resource Division Attn: Janet Krueger  
PO Box 43100  
Olympia, Washington 98504-3100**

Persons with a disability who need assistance in the application process or those needing this announcement in an alternate format may call (360) 664-1643 or TTY 800-855-2880. The Washington State Liquor Control Board is an equal opportunity employer and encourages all qualified persons including disabled and Vietnam era veterans, women, racial and ethnic minorities, people with disabilities and persons over 40 years of age to apply.